

**Town of Natick  
Job Description**

<b>Position Title:</b>	Executive Farm Director	<b>Grade Level:</b>	3
<b>Department</b>	Community Services	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Director of Community Services		

**Statement of Duties:** The employee performs most duties with a high degree of independence of action within staffing and fiscal limitations. Incumbent must report any unusual situations and circumstances that may affect departmental mission, policy or goals.

**Supervision Required:** The employee performs responsibilities under the general supervision of the Director of Community Services who provides policy, fiscal direction and assists in priority setting.

**Supervisory Responsibility:** The employee is responsible for the supervision of a small staff plus several volunteers, making work assignments, evaluating their performance and training them in all details of farm operations. Most work on the same shift, but at various locations on the farm. Most work is planned and carried out according to plan but there are occasional, unforeseen situations which must be handled at the time of occurrence.

**Accountability:** This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

**Judgment:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Complexity:** Work at this level involves attention to numerous details and to several programs or program components happening simultaneously, which calls upon the incumbent's ingenuity in being able to handle all matters well. Fiscal limitations are almost always present, and to an extent, these limitations define the parameters of opportunities for youth and others participating in the farm program.

**Confidentiality:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** Physical demands are common to this class of positions, principally in walking, running, bending and stooping. In addition, incumbent lifts, carries and places many types of heavy objects daily. Stress is caused in the effort to keep simultaneous program events operating effectively for the benefit of participants. The work environment is mostly out-of-doors, where work is affected by weather conditions. Safety hazards are present calling for special precautionary measures to be followed.

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**Nature and Purpose of Contacts:** Primary contacts are with Director and staff for the purpose of discussing program, setting of priorities and funds available to pursue programs. Other contacts are with participants in the program, mainly youth, for the purpose of training and instructing them in all phases of farm operations. Finally contacts are with general public members for the purpose of public information.

**Occupational Risks:** Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Performs very responsible administrative and supervisory responsibilities in managing the day-to-day operations of a community farm, which provides positive learning experiences for persons of all ages.
- Responsible for the day-to-day operations and long range planning for all aspects of the farm, i.e., maple sugar, solar greenhouse, organic garden, animals, land and facility maintenance, community gardens, etc.
- Develops and maintains financial plans and controls including budgeting, accounting systems, marketing, fundraising, proposals for programs, long range planning, etc., in conjunction with the Director and Natick Community Farm, Inc.
- Recruits, supervises, maintains and instructs all youth and other participants involved in programs, work activities, visits to the Farm, and maintains all records.
- Advises the Director of Community Services on performance of the farm and makes recommendations for additional services.
- Maintains working relationship with the staff of this and other agencies in order to deliver comprehensive and coordinated services to individual participants.
- Purchases in conjunction with the department and the Farm Board, all equipment materials and supplies.
- Performs community public relations functions including daily activities (or communication) of the farm with public and private sectors.

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- Maintains involvement with professional associations, committees and other divisions through attendance at meetings, memberships.
- Performs other related duties of the class, as required.

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Must have had not less than three (3) years of progressively responsible work experience in farm operations and in working with youth in addition to formal training in non-profit management and organic land management.
- A candidate for this class of positions must be a high school graduate and must have received a Bachelor's Degree in agriculture, horticulture or animal husbandry or a related field from an accredited college or university.
- Must have had at least three (3) years of progressively responsible work experience in agriculture and/or animal husbandry.
- Candidate must be in general good health, and be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

### **Knowledge, Abilities and Skill**

#### **Knowledge:**

- Considerable knowledge of agriculture, its systems and practices.
- Considerable knowledge of animal husbandry and horticulture.
- Basic knowledge of animal health care techniques and practices.

#### **Abilities:**

- Ability to supervise and motivate staff and volunteers.
- Ability to develop and maintain a system of records on farm operations.
- Ability to communicate effectively to others, both orally and in writing.
- Ability to handle numerous details effectively and with independence of action.

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### **Skill:**

- Skill in public relations techniques and practices.
- Skill in marketing farm products.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

### **Physical Skills:**

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

### **Motor Skills:**

- Duties may involve close hand-eye coordination and physical dexterity.

### **Visual Skills:**

- Ability to read, see, and differentiate between colors.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*